



City of Freeport

DEVELOPMENT ORDER APPLICATION

INSTRUCTIONS

Prior to submitting this application, it is very important for you to make an appointment to discuss the application, your site, the plans you have for the site, any possible alternatives, and to answer your questions. This will prevent any unnecessary expenditure of funds to third parties (i.e., title company, postage, etc.) in the event that there is determined that there is an alternative. No refunds will be given for third party fees. Please call (850)835-2340 and ask for the City Planner who coordinates the Development Order applications. Be sure to request future land use/zoning verification. The City Planner will advise you as to the procedure and time frame for development order applications. A schedule of meeting dates and advertising deadlines will be discussed at the pre-application conference. **Note: The review period does not begin until the submittal package is determined to be complete. The Planning Board meets only once a month. Applications which have successfully completed Technical Review after the deadline for a particular meeting will not be heard until the following meeting.**

At times, due to work load, the City Planner will assign review and administration of an development order application to a planner from West Florida Regional Planning Council (WFRPC). **Please note: Whenever an applicant would like any WFRPC staff member to appear and testify at a hearing, advance notice is required. Both the City Planner and the WFRPC staff member must be notified in writing 10 days in advance of the meeting.**

It is important for the application to be complete and on time. In order for your application to move through the process in a timely manner, it is important for all items on the application to be completed. Incorrect or missing information could delay the hearing of your request. **The applicant or the applicant's agent must be present at the Planning Board and City Council meetings for which this application is scheduled.**

FOR OFFICE USE

Application Submittal Date:
Application Found Complete:
Technical Review Date:
Planning Board Meeting Date:
City Council Meeting Date:
Ordinance Number(s):

DEVELOPMENT ORDER
APPLICATION

NOTICE TO ALL APPLICANTS

You are required to schedule a pre-application conference with the Freeport Planning Department prior to submittal of all development applications, including Subdivisions, Planned Development Projects, Minor Development and Major Development. Your application will not be processed without verification that you have attended a pre-application conference with (a) representative(s) of the Freeport Planning Department.

A pre-application conference was held with _____

Regarding a development proposal for Parcel #(s) _____

The Future Land Use designation for this property is _____.

The Zoning category for this property is _____.

This property consists of _____ acres. This property is located

_____.

The pre-application meeting was held on the ____ day of _____, 20____.

Planning Official

Title

A pre-application conference was conducted regarding this proposed development request on the date indicated above. I understand that I or any person representing me cannot rely upon any comment concerning a proposed development request, or any expression of any nature about the proposed development made by any participant at the pre-application conference as a representation or implication that the proposed development will be ultimately approved or rejected in any form. The Freeport City Council has the final approval regarding all development projects. I understand that this proposed development will be subject to all applicable land use regulations, and that this amendment is not considered vested for specific land use regulations until the City Planner or his/her representative has issued a final development order. The applicant should not rely on any representation made by staff unless such representation is in writing and signed by the person making such representation and has been approved by the authorized entity.

I have read and understand these statements.

Owner/Agent Signature

Date of Signature

APPLICATION INFORMATION
(please print or type)

PROPERTY OWNER INFORMATION
Owner Name(s):
Mailing Address(es):
Phone Number(s):
Fax Number(s):
E-Mail:
OWNER'S AGENT INFORMATION
Name/Company:
Mailing Address:
Phone Number(s):
Fax Number(s):
E-Mail:
PROJECT ENGINEER INFORMATION
Name/Company:
Mailing Address:
Phone Number(s):
Fax Number(s):
E-Mail:
ENVIRONMENTAL ASSESSMENT PROFESSIONAL
Name/Company:
Mailing Address:
Phone Number(s):
Fax Number(s):
E-Mail:

Is this project within 400 feet of the Choctawhatchee Bay?

Is this project within 300 feet to any tributary of the Choctawhatchee Bay?

TRAFFIC CONCURRENCY REQUIREMENTS:

All applications for major and/or minor developments must include a transportation study signed and sealed by a registered Professional Engineer or Certified Planner practicing in the field of transportation planning. The transportation study should reference the Concurrency Requirements of the Comprehensive Plan and the Land Development Code.

I have read and understand this requirement and agree to provide the necessary information.

Developer's Signature

Date of Signature

SITE IMPROVEMENTS FOR ALL DEVELOPMENTS:

The developer's contractor is required to contact the Planning Department to request an inspection of the completed site improvements prior to receiving a certificate of occupancy or a certificate of completion for the development of this project.

I have read and understand this requirement and will ensure that the person installing the site improvements adhere to the plans which are approved by the City Engineer.

Developer's Signature

Date of Signature

ENVIRONMENTAL ASSESSMENT REQUIREMENTS:

The environmental assessment and management plan is to be submitted by a professional in the environmental assessment field. The following information is to be included in narrative form and illustrated:

1. FEMA Flood Zone(s) w/ Elevations (location/acreage)
2. Floodplains (location and acreage)

3. Wetlands, both jurisdictional and non-jurisdictional (per definition contained in Rule 9J-5.003(149) F.A.C.) location/acreage and associated required buffering
4. Wellhead Protection Zone Proximity/Distance (4.02.00 LDC)
5. Soils Information
6. Topography Elevations/Slope
7. HAZMAT locations
8. Historical site(s)
9. Archeological Site(s)
10. Water bodies (lakes, creeks, ponds, bayous, etc.) and associated required buffering (4.01.00 LDC)
11. Vegetative Communities (location/acreage)
12. Listed Species (and mitigation plan if required)
13. Existing Land Uses (description/location/acreage)
14. Protected Trees (defined in Appendix B Definitions "Protected Trees" /5.03.03 LDC) Location/species/DBH and mitigation. *This item should interface with the landscape plan.*

ALL DEVELOPMENT WITHIN A WETLAND SHALL CONFORM TO THE CITY OF FREEPORT'S COMPREHENSIVE PLAN.

I have read and understand the requirements of this section and agree to adhere to these requirements and incorporate these requirements into the design of my proposed development project.

Developer's Signature

Date of Signature

DEFINITION OF MAJOR AND MINOR DEVELOPMENTS

Minor Development:

Any development which does not meet the threshold of a major development and does not meet any of the following criteria:

1. Development activity necessary to implement a valid site/plan/development plan on which the start of construction took place prior to May 24, 2001 and has continued in good faith; or

2. The construction or alteration of a one or two family dwelling on a lot in a valid recorded subdivision approved prior to May 24, 2001; or
3. The alteration of an existing building or structure so long as no change is made to its gross floor area, its use, or the amount of impervious surface on the site; or
4. The erection of a sign or the removal of protected trees on a previously developed site and independent on any other development activity on the site; or
5. The resurfacing of a vehicle use area that conforms to all requirements of the LDC.
6. A phase of a previously approved development master plan/planned development project.

Major Development:

A development plan shall be designated as a Major Development if it satisfies one or more of the following criteria:

1. The activity involves combined land and water area which exceeds five (5) acres; or
2. The development is a residential project of ten(10) or more dwelling units per acre of land/water area, or one hundred (100) or more dwelling units; or
3. The development involves more than twenty thousand (20,000) square feet of non-residential floor space; or
4. Any development that the Code Enforcement Officer/City Planner designates as a Major Development project because:
 - a. The proposed development is part of a larger parcel for which additional development is anticipated that when aggregated with the project in question exceeds the limits of 1, 2 or 3 above; or
 - b. The proposed development should be more thoroughly and publicly reviewed because of its complexity, hazardousness, or location (this would include but not be limited to PDPs, communication towers,, borrow pits, salvage yards, etc.; or
 - c. The proposed development is one that is likely to be controversial despite its small size, and thus should be more thoroughly and publicly reviewed.

APPLICATION FEE SCHEDULE	
MINOR DEVELOPMENTS	\$750.00*
MAJOR AMENDMENTS	\$1500.00*
PLANNED DEVELOPMENT PROJECTS	\$2000.00*

SUBDIVISIONS	\$1500.00 + \$10 per proposed lot*
<p>*These are fees for the application review and advertising costs, and are cumulative. Applications should be accompanied by a check made payable to the City of Freeport.</p> <p>The developer will be responsible for reimbursing the City for the City Engineer's site inspections and plan review of the proposed development, payable to the City for Freeport when the City receives the City Engineer's bill. The developer will also be responsible for reimbursing the City for the City Surveyor's reviews of proposed plats of subdivisions, payable to the City of Freeport when the City receives the City Surveyor bill.</p> <p>The review fees have been explained to me. I also understand that I am responsible for reimbursing the City for all city engineer review fees and all city surveyor review fees pertaining to my development project.</p>	
<div style="border-top: 1px solid black; width: 100%;"></div> Developer's Signature	<div style="border-top: 1px solid black; width: 100%;"></div> Date of Signature

ATTACHMENTS

- **Affidavit of Ownership and Limited Power of Attorney**
- **Concurrency Determination Acknowledgement**
- **Affected Property Owners Notification Requirements**
- **Sample Notification Letter**
- **Required Signage Instructions**
- **Posting Affidavit**
- **Owner Certification Form**
- **Application Criteria**
- **Submittal Checklist**
- **Development Schedule**
- **GIS Addressing Office Approval of Proposed Road Names**
- **Required Pre-Construction Conference**

<p style="text-align: center;"><u>AFFIDAVIT OF OWNERSHIP AND LIMITED POWER OF ATTORNEY</u></p> <p>As the owner of the property located at _____,</p> <p>Freeport, Florida, Property reference number(s) _____,</p>

I hereby designate _____, for the sole purpose of completing this application and making a presentation to the Freeport Planning Board sitting as the Local Planning Agency, and the Freeport City Council, to request approval of a proposed development project on the above referenced parcel.

This Limited Power of Attorney is granted on the _____ day of _____, the year of _____, and is effective until the Freeport City Council has rendered a decision on this request and any appeal period has expired. The owner reserves the right to rescind this Limited Power of Attorney at any time with a written, notarized notice to the City Clerk.

Signature of Property Owner(s) Date Printed Name of Owner

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, year of _____, by _____, who (____) did (____) did not take an oath. He/she is (____) personally known to me, (____) produced current Florida/Other driver's license, and/or (____) produced current _____ identification.

Signature of Notary Public Date Printed Name of Notary Public

My Commission Expires Commission No. (Notary seal must be affixed)

DEVELOPMENT ORDER APPLICATION

By my signature, I hereby certify that:

- 1) I am duly qualified as owner or authorized agent to make such application, this application is of my own choosing, and staff has explained all procedures relating to this request; and

- 2) All information given is accurate to the best of my knowledge and belief, and I understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application; and
- 3) I understand that there are no guarantees as to the outcome of this request, and that the application fee is nonrefundable; and
- 4) I authorize City staff to enter upon the property referenced herein at any reasonable time for purposes of site inspection; and
- 5) I authorize placement of a public notice sign(s) on the property referenced herein at a location(s) to be determined by City staff.

Owner's Name _____ Date _____ Agent's Name _____ Date _____

Agent's Name _____
(print or type)

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (____) ____ - _____ Fax # (____) ____ - _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, year of ____ by _____

Who (____) did (____) did not take an oath. He/she (____) is personally known to me. (____) produced current Florida/Other driver's license, and/or (____) produced current _____ as identification.

Signature of Notary Public _____ Date _____ Printed Name of Notary Public _____

My Commission Expires _____ Commission No. _____
(Notary seal must be affixed)

DEVELOPMENT ORDER APPLICATION
CONCURRENCY DETERMINATION ACKNOWLEDGEMENT

Project name: _____

Property reference #: _____

Project Address: _____

I/We acknowledge and agree that no future development permit or order (other than and re-zoning/reclassification) shall be approved for the subject parcel(s) prior to the issuance of a certificate of concurrency for such proposed development based on the densities and intensities contained within such future development permit application.

I/We also acknowledge and agree that no development permit or order (other than a rezoning/reclassification) will be issued at that time unless at least one of the concurrency management system standards is met as contained in the City's Land Development Code, Article 2.02.03, namely:

- (1) The necessary facilities and services are in place at the time a development permit is issued; or.
- (2) A development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of the development occur; or
- (3) The necessary facilities are under construction at the time a permit is issued; or
- (4) The necessary facilities and services are the subject of a binding executed contract for the construction of the facilities or the provision of services at the time the development permit is issued. NOTE: This provision only relates to parks and recreation facilities. The LDC will include a requirement that the provision or construction of the facility or service must commence within one year of the issuance of the development order or permit; or
- (5) The necessary facilities and services are guaranteed in an enforceable development agreement. An enforceable development agreement may include, but is not limited to, development agreements pursuant to Section 163.3220, Florida Statutes or an agreement or development order issued pursuant to Chapter 380, Florida Statutes. Any such agreement shall include provisions pursuant to paragraphs 1, 2 or 3 above; or
- (6) The necessary facilities need to serve new developments are in place or under actual construction no more than three years after the issuance, by the city, of a certificate of occupancy or its functional equivalent. NOTE: This provision only relates to roads.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE STATEMENT ON THIS _____ DAY OF _____, 200__.

Owner's signature

Owner's name (type or print)

AFFECTED PROPERTY OWNERS NOTIFICATION REQUIREMENTS
NOTIFICATION OF AFFECTED PROPERTY OWNERS FOR
DEVELOPMENT ORDER APPLICATIONS:

The City of Freeport shall require any person applying for a Major Development or a Planned Development Project Conceptual Plan to notify all property owners within 400 feet of the perimeter of the subject

property. **DO NOT NOTIFY PROPERTY OWNERS UNTIL THE PLANNING DEPARTMENT VERIFIES THE DATE WHICH THE PROPOSAL WILL GO BEFORE THE PLANNING BOARD.** A sample notification letter is included in this application. The meeting dates and times shall be furnished by the Planning Department to the developer after the proposal completes Technical Review. The developer shall include within the notification the following:

1. Map showing location
2. Summary of the proposal.
3. Legal description
4. A clear legible site plan of the proposal

After the notices are mailed, the developer shall submit to the Planning Department the following:

1. Postal receipt showing mailing date (no less than 14 and no more than 20 days prior to the meeting).
2. Copy of package mailed to property owners.
3. Return receipt cares or any packages which were undeliverable
4. List of property owners within 400 feet

THE GREEN RECEIPT CARDS MUST BE SUBMITTED TO THE PLANNING DEPARTMENT REPRESENTATIVE AT THE PLANNING BOARD MEETING. It is the responsibility of the applicant to assure that notification is made as required by this policy, in a timely manner. It shall also be the responsibility of the applicant to insure that all property owners are notified as required. Names and addresses are to be obtained from the latest Property Tax Roll. **FAILURE TO NOTIFY PROPERTY OWNERS AS REQUIRED MAY RESULT IN DELAY OF PROJECT APPROVAL.**

I have read and understand this requirement.

Developer's Signature

Date of Signature

SAMPLE NOTIFICATION LETTER

YOUR LETTERHEAD

Date: _____

Re: _____ (applicant) _____ is/are proposing a (development type/#lots or

units/square footage if applicable) for Parcel Number _____.

on _____ acres. The location of this property is _____.

The current Future Land Use designation for this property is _____.

The current Zoning of this property is _____.

Dear Property Owner:

As a property owner within four hundred (400) feet of the above referenced parcel, you are hereby notified that the owner has made application to the Freeport Planning Department for approval of the referenced proposal. A site plan is enclosed for your review. If you have questions or concerns regarding this proposal, please direct them to (applicant) at (area code & phone number). You may also direct your comments or concerns in writing to the Freeport Planning Department, PO Box 339, Freeport, FL 32439 no later than 4:30 p.m. the day prior to the Planning Board Meeting or you may be present at the scheduled public hearings. Reference the applicant and development proposal in all correspondence.

Freeport City Council has a public hearing scheduled to review this development proposal on (month/day/year). The meeting will begin at (time). The meeting will be held in the Council Chambers at Freeport City Hall in Freeport, Florida.

If ownership of your property in this vicinity has changed, please return this package with the name(s) and address (es) of the new owner(s) to ____ (applicant) ____ so that they may be notified regarding these meetings.

Please be advised accordingly.

(applicant/applicant's agent)

Enclosures

REQUIRED SIGNAGE INSTRUCTIONS /NOTICE TO APPLICANTS

POSTING OF PROPERTY REQUIREMENTS

All applications for Variances, Future Land Use Map Amendments, Development Projects, Zoning Changes, Planned Development Projects and Developments of Regional Impact shall be required to post the subject site with a sign notifying the public of such public meeting in accordance, with

the following requirements:

1. The subject site described in the application shall have assign posted by the applicant for the owner, notifying the public of the required public hearing, date and time of meeting, location of meeting, and type of meeting.
2. The posted sign shall be place upon the property in the correct location (as shown below),
3. The posted sign shall be placed upon the property not less than 14 days prior to the public meeting, and remain on the site until Final adoption by the City of Freeport. Applicant will remove sign within 14 days after final board decision.
4. The posted sign shall be provided by the applicant at the expense of the applicant.
5. The applicant shall provide a photo of the sign depicting the text and location of the sign in relation to the road right-of-way to the City Planning Department.
6. The applicant shall provide the attached Affidavit with the requirement of #5 above to the City Planning Department no less than 2 working days prior to such public meeting.
7. Failure to satisfy the above requirements will result in an automatic tabling of the item from the public meeting to the next available meeting, where the applicant will have to again satisfy the above requirements,

3 ft wide x 3 ft high (minimum)

1 ½"	City of Freeport	
3"	Notice Of Public Hearing	
2"	Insert Type of Application Here (DEVELOPMENT/VARIANCE REQUEST/ FUTURE LAND USE CHANGE/ZONING CHANGE/ PLANNED DEVELOPMENT PROJECT) "NAME OF PROJECT"	
1 ½"	Planning Board Time: Date: Located at:	Freeport City Council Time: Date: Located at:

Note: Sign must have a WHITE background & BLACK letters. Sign shall be securely attached to 2 posts, being a minimum of a 2" x 4" post, and the face shall be a minimum of 1 foot above grade. Posts shall be a minimum of 18" below grade.

POSTING AFFIDAVIT

CITY OF FREEPORT POSTING OF PROPERTY AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared _____

The owner and/or authorized agent of the following described property: _____
_____ who deposes and says as follows:

1. That the subject site described above has a sign posted by the owner and/or authorized agent for the owner, notifying the public of the required public hearing, date and time of meeting, location of meeting, and purpose of meeting in accordance to the City of Freeport requirements.
2. That the posted sign meets the dimensional requirements set by the City.
3. That the posted sign was placed and will be maintained upon the property in the correct location and not less than fourteen (14) days prior to the public meeting.
4. That a photo of the sign depicting the location of the sign in relation to the road right-of-way is attached.
5. This affidavit will be forwarded to the Freeport Planning Department no later than two (2) working days prior to the public meeting.

I have completed the said requirements as described in the City of Freeport Application.

Signed Name of Owner

Printed Name of Owner

STATE OF _____
COUNTY OF _____

Before me, the undersigned Notary Public in and for said County and State, appeared _____ who is personally known to me or who produced _____ as identification, and who did/did not take an oath, and who is known to me to be the individual described by said name who executed the foregoing instrument.

Given under my hand and official seal the _____ day of _____, 20__.

Signed Name

Printed Name

My Commission Expires: _____

OWNER CERTIFICATION FORM

By my signature, I hereby certify that:

- 1) I am duly qualified as owner or authorized agent to make such application, this application is of my own choosing, and staff has explained all procedures relating to this request; and

- 2) All information given is accurate to the best of my knowledge and belief, and I understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application; and
- 3) I understand that there are no guarantees as to the outcome of this request, and that the application fee is non-refundable; and
- 4) I authorize City staff to enter upon the property referenced herein at any reasonable time for purposes of site inspection and authorize placement of a public notice sign(s) on the property referenced herein at a location(s) to be determined by City staff.
- 5) I understand it is my responsibility to provide to the City of Freeport at my expense:
- A. A Certified list (obtained from a local title company) of the current property owners within a 500 foot radius of the property for which the rezoning is requested.
- B. Addressed and stamped envelopes (with sufficient postage for certified mail and return receipt – metered mail is not acceptable), and Postal Service Forms 3800 and 3811 (certified receipt and green card) reflecting the names and addresses of those on the above referenced list (please request an example.)
- 6) I am aware that Public Hearing notices for the request shall be provided, for mail-out purposes, by the City at my expense.

Owner's signature

Date

Agent's signature

Date

Name of owner or agent: _____ (print or type)

Address: _____ City _____ State _____ Zip _____

Telephone (____) ____ - _____ Fax # (____) ____ - _____

STATE OF _____

COUNTY OF _____

The forgoing instrument was acknowledged before me this ____ day of _____, year of _____ by, _____ who () did () did not take an oath. He/she is () personally known to me, () produced current Florida/Other driver's license, and/or () produced current _____ as identification.

Signature of Notary Public

Name of Notary Printed

Date

My Commission Expires _____ Commission No. (Notary seal must be affixed)

APPLICATION CRITERIA

The Planning Board shall consider each application at a public hearing and, within 15 days of such hearing, make a recommendation to the City Council setting forth findings of fact and conclusions of law. Such recommendation shall be approval, approval with modification, or denial including reasons for any modifications or denial; and shall include consideration of the following:

- a. Consistency with the Comprehensive Plan. Whether the proposed amendment is consistent with the Comprehensive Plan;
- b. Consistency with this Code. Whether the proposed amendment is in conflict with any portion of the Land Development Code, and is consistent with the stated purpose and intent of the Land Development Code;
- c. Compatibility with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses in the area of the subject property(s);
- d. Changed conditions. Whether and the extent of which there are any changed conditions that impact the amendment or property(s);
- e. Effect on natural environment. Whether and the extent to which the proposed amendment would result in significant adverse impacts on the natural environment;
- f. Development patterns. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern.

SUBMITTAL CHECKLIST		
ITEM		COPIES
	• * Signed/completed application including affidavits	Original & 2 unstapled copies
	• * Application fee(s)	Check to City of Freeport
	• * Location Map with landmarks/street names	3 copies (letter-size)
	• * Legal description of property	3 copies

• * Proof of Ownership (deed/tax notice)	3 copies
• * Proof of title search	3 copies
• Topographic Survey of property (24" x 36") signed/sealed	3 copies
• Topographic Survey of property (11" x 17")	25 copies
• Protected Tree Survey location/variety/DBH	3 copies
• Section map from Property Appraiser's Office showing existing land uses within 500 feet	3 copies
• * List of property owners within 400' of property	2 copies
• Construction/Grading/Drainage Plans (24" X 36") signed/sealed	7 copies
• Drainage Calculations signed/sealed	3 copies
• Preservation/Landscaping Plan (11" x 17")	25 copies
• Single-page Site Plan (24"X36")	3 copies
• Single-Page Site Plan (11"X17")	25 copies
• Floor Plans/side elevations (24" X 36")(if applicable)	3 copies
• Floor plan/side elevations (if applicable) (11" X 17")	25 copies
• Environmental Assessment	3 copies
• * Traffic Study signed/sealed	3 copies
• State permits/permit applications signed/sealed	3 copies
• * Sewer & Water letter of availability from City Clerk	original & 2 copies
• GIS Addressing Road Name Approval Verification	1 copy
* PDP Conceptual Plan/Master Plan (24" x 36")	3 copies
* PDP Conceptual Plan/Master Plan (11" x 17")	25 copies
* PDP Conceptual Plan/Master Plan Narrative	25 copies

- The items preceded with a bullet are required for Major Developments, Minor Developments, and Subdivisions.
- The items proceeded with an asterisk (*) are required for a PDP Conceptual Plan/Master Plan application.

The reduced-size copies (11" X 17") should not be turned in until the project is ready to be scheduled for the Planning Board Meeting.

DEVELOPMENT SCHEDULE

10 DAYS	Project Submittal	
	Review for Completeness	
30 days	Technical Review	Planner
		Engineer
		Fire Chief

	Note: cycle repeats as revisions are submitted
30 days	Schedule project 3 weeks prior to PB Mtg
	PB 1st Wednesday
	FCC 4th Thursday
	Note: cycle repeats if project is continued
20 days	State permits signed/forwarded to FDEP
	Review fees paid
	Sewer/water fees paid
	Protected Tree Mitigation paid
DEVELOPMENT ORDER ISSUED	
This time-frame is considered average and should not be construed as the minimum or maximum amount of time that a development project will stay "in progress".	

GIS ADDRESSING APPROVAL OF PROPOSED ROAD NAMES	
Instructions for receiving approval:	
The applicant will be required to deliver a full-size copy of the proposed site plan,	

showing proposed road names to the GIS Addressing Department, located at:

Walton County GIS Department
Walton County EOC Annex
75 South Davis Lane
DeFuniak Springs, Florida 32435

A full size site plan and a letter requesting review and approval of proposed road names was submitted to the Walton County GIS Addressing Department

On the _____ (day) of _____ (month), _____ (year).

Signature of Applicant

Date of Signature

NOTE! This development application will not be considered complete without affirmation that GIS Addressing is reviewing the proposed road names.

REQUIRED PRE-CONSTRUCTION CONFERENCE

As of September 15, 2005, all new development which has not begun construction will be required to hold a pre-construction conference prior to the issuance of the development order. This meeting is to be conducted by the Project Engineer and/or

their representative and a suitable time, date and location arranged with the City Planner.

The following project personnel must attend:

1. Project Engineer/representative
2. All prime contractors
3. All sub-contractors responsible for site work.

The following city/county personnel must be invited to this pre-construction conference:

1. City Engineer
2. City Planner
3. Water Supervisor
4. Sewer Supervisor
5. Walton County Public Works representative

The Project Engineer will walk everyone through the approved sets of plans, and will address, at a minimum:

1. Protected tree preservation
2. Wetland buffers
3. Clearing of remainder of site
4. Grading
5. Utility Easements/Lines/Connections
6. Stormwater management plan
7. Locations of all roads/sidewalks/foundations and cross-sections of same
8. Setbacks or all structures
9. Parking plan
10. Landscaping Plan

At this time, all applicable permits should be in hand and construction ready to proceed. The proposed construction schedule must be made available to the City Engineer at this pre-construction meeting.

It is the Project Engineer of record's duty to inform the City Engineer of the person responsible for the development(s) currently under construction. The City Engineer must be kept informed of proposed construction activities and schedules at all times.

A copy of all test reports such as density tests, asphalt tests, pressure tests, bacteriological tests, and any other required tests should be forwarded to the City Planner. Work without valid test reports will not be accepted.

I have read and understand this requirement.

Applicant/Owner

Date of Signature

Project Engineer

Date of Signature